

Termination of Service

Date

Name

Department

PRIVATE & CONFIDENTIAL

Dear

TERMINATION OF SERVICE

We refer to our letter of employment to you dated and regret to inform you that your services with the Company are no longer required with immediate effect.

According to Clause [no.], we are paying you weeks of salary in lieu of notice.

Arrangements will be made to pay you your salary up to and including [*date*] plus days of annual leave earned only after the usual clearance formalities have been completed.

You are required to return all properties of the Company including smocks, identification cards, locker keys and obtain the necessary clearance as per the attached Clearance Form.

[We take this opportunity to thank you for your past services and wish you well in your future endeavours.]

Yours sincerely
(Company Name)

Human Resource Manager

cc: